

## REPORTS INVENTORY

OL/SD/☐ SCB-4 STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT **Approved For Release 2006/09/25 : CIA-RDP75-00399R000100420047-3**

Annual Report of Records Holdings

☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	<input checked="" type="checkbox"/>	LOGISTICS	SECURITY	
	<input type="checkbox"/>	MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)
3	Yearly			1

7. FORMAT (memorandum, form, computer print-out, etc.) Form 138	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS/SSS/RAB
	<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.	
10. PREPARING COMPONENT (include lowest level contributing information to report) Stock Control Branch		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
6	4.21	16	67.36	1	67.36
13	8.06	$\frac{1}{2}$	4.03	1	4.03
16 1/2 hrs					

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 71.39

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Compliance with OL Records Management Program. This is a feeder report.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		STAT	STAT
<input type="checkbox"/> DISCONTINUE			

15. DATE OF INVENTORY 28 Sept 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

28 Sept 1970

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 Chief, Stock Control Branch

SD/OL

FORM 5-70

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Classification

(22-36--